

DIVISION OF CUSTOMER SERVICES  
CENTER FOR PROFESSIONAL BOARDS AND COMMISSIONS  
BOARD OF LICENSING FOR CHEMICAL DEPENDENCY PROFESSIONALS

3 CAPITOL HILL  
CONFERENCE ROOM 104  
PROVIDENCE, RHODE ISLAND

Tuesday, February 28, 2017  
9:00 AM

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

David Dorsey, LCSW, LCDCS  
Richard Froncillo, BS, LCDCS  
Thomas Joyce, LCDP, CPRS  
Ian Knowles, Chairperson, Consumer Member  
Robert Marshall, LCDCS

BOARD MEMBERS NOT IN ATTENDANCE

None

STAFF MEMBERS IN ATTENDANCE

Arlene Hartwell, Board Manager

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Board of Licensing for Chemical Dependency Professionals was held on Tuesday, February 28, 2017 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 9:04 AM on a motion by David Dorsey and seconded by Richard Froncillo. Motion carried.

2. Presentation of the January 17, 2017 Open Session Meeting Minutes

Motion was made by Ian Knowles and seconded by David Dorsey to accept the Open Session minutes of January 17, 2017. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Manager Report

- Arlene Hartwell reported that the DOH laptop is broken and until it is replaced, paper copies will be provided.
  - i. 3 Board Members are having difficulty accessing the Webfile repository and request paper copies of minutes and agendas.
    - 1. Arlene Hartwell will provide paper copies and notify IT regarding Webfile Repository access.
      - a. Board Members agree that access is necessary to review open complaints in a secure manner from elsewhere.

4. Motion to adjourn to Closed Session

Motion was made by Robert Marshall and seconded by Richard Froncillo to adjourn to Closed Session at 9:08 AM. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

5. Motion to return to Open Session

Motion was made by Ian Knowles and seconded by Robert Marshall at 9:18 AM to re-open the Open Session and to seal the Minutes of the Closed Session

pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

6. Final Actions on all votes taken in Closed Session

- The board proposed action on one case. All votes were unanimous.

7. Adjournment

The next meeting of the Board of Licensing for Chemical Dependency Professionals will be held May 30, 2017 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by Ian Knowles and seconded by Robert Marshall to adjourn at 9:20 AM. Motion carried.

Respectfully submitted,



Arlene Hartwell  
Board Manager  
Center for Professional Boards and Commissions